



Alaska Department of Transportation & Public Facilities  
**Civil Rights Office**

# Plan Holders Self-Registration List

Guide for Primes, Disadvantaged Business Enterprises  
(DBEs) & Small Business Enterprises (SBEs)

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DOT&PF Civil Rights Office

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## Alaska Department of Transportation & Public Facilities Civil Rights Office

### Background

In February of 2013, the Civil Rights Office initiated the development of the DBE Stakeholders Committee, composed of DBEs, prime contractors and the Associated General Contractors (AGC). The objectives of the Committee were to:

- Create an online portal to connect primes & DBEs.
- Increase DBE participation.
- Foster open communication.
- Improve procurement opportunities for DBEs.
- Improve the GFE process.

### DOT&PF's Plan Holders Self Registration List (PHSRL)

- The new Plan Holders Self-Registration List will allow DBEs, SBEs, and non-DBE subcontractors to self-register as interested subcontractors.
- Prime contractors will have access to all subcontractors who are interested in participating in the bid.
- Prime contractors will no longer use the DBE Directory in the CRO website to solicit DBE participation, but will still be required to use it in order to verify DBE certification. Prime contractors will use the Plan Holder Self-Registration List of registered DBEs to solicit DBE Participation.
- DBEs will only be contacted for projects for which they register.
- Prime contractors will only be required to contact DBEs that are interested in the project.
- The new Plan Holders Self-Registration List only apply to the Federal-aid funded projects.

### Benefits (DBEs & SBEs)

- DBEs & SBEs will increase their business opportunities by also registering for projects that are above and beyond the subcontractable items.
- DBEs & SBEs can sign up for Online Public Notices and receive automatic email notifications that will notify them of the upcoming projects. This email notification will allow DBEs & SBEs to decide whether to bid.
- DBEs & SBEs can sign up for non-FHWA funded projects thereby increasing their business opportunities to participate in state funded projects.
- Prime contractors will now have a list of DBEs & SBEs that are interested to bid from various work categories.

#### IMPORTANT NOTE:

Before you register for the PHSRL, it is highly recommended that you first register for the Online Public Bidding Notices which will notify you of any upcoming bids. Once you receive this notification it will prompt you the PHSRL portal. Below are the processes on how to register for both portals.



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### Follow the steps below to receive Online Public Notices

1. Go here <http://aws.state.ak.us/OnlinePublicNotices/>
2. Scroll to the bottom and find "Subscriptions." Click "search now."
3. Select as your search criteria: Status: Active, Department: Transportation and Public Facilities, Category: Procurement, Sub-category: Constructions Bids. Leave the rest of the items blank, then click Search.
4. Scroll to the bottom and click Subscribe. You'll get 4 options. Pick the envelope icon and "to search criteria." **Next enter your email address, then click on Subscribe.** Scroll to bottom and click Subscribe. You'll get 4 options. Pick the envelope icon and "to search criteria." **Next to Search Tools, click on Subscribe.**
5. Once your email address is entered, you will receive a "Confirm Your Subscription to Alaska Online Public Notices" email. Within 24 hours, click on the email link, to confirm your request.
6. You will now receive a new notices link that allows you to view the project (similar to this xample:

[http://www.dot.state.ak.us/apps/contracts?ACTION=BIDCAL&REGION\\_CODE=C\)](http://www.dot.state.ak.us/apps/contracts?ACTION=BIDCAL&REGION_CODE=C)

(You won't get emails for the active items that have already been posted.)

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### Online Public Notices

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Online Public Notices

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#### Notice to Vendors

On July 1, 2015 the State of Alaska will implement IRIS – a collection of integrated software modules that handle finance, procurement, payroll and human resource management processes. IRIS, which stands for Integrated Resource Information System, also includes a Vendor Self Service (VSS) component. The VSS online portal will allow vendors to respond to solicitations, maintain account information, track financial information, and process invoices electronically.

To keep vendors informed the IRIS team has established a landing page at <http://doa.alaska.gov/dof/iris/vendor.html>. We are encouraging all vendors to visit the landing page and sign up to receive important email updates regarding vendor registration.

**Note:** VSS will not be used for state employees or those vendors doing business with the Division of General Services Leasing Section, Department of Fish and Game Licensing and foreign vendors.

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Most Viewed Most Recent Upcoming Events/Deadlines

- Notice of Intent to Begin Engineering and Environmental Studies, HSIP: Eklutna Overpass Bridge Warning 2015
- ITB - 528598 M&O SAND STORAGE FACILITIES - BIRCHWOOD
- Notice of Proposed Changes in the Regulations of the Alaska Board of Fisheries
- 2014 General Election initiative hearing information (and audio of completed hearings)
- 2014-15 2015-16 Alaska Statewide Office of the Auditor General Report



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### How to Register for the PHSRL

1. Go to ADOT&PF's Bid Calendar: <http://dot.alaska.gov/procurement/awp/awp-bids.cfm>

**Effective July 1, 2018, all prime contractors, subcontractors and DBEs must register on the Alaska DOT&PF AASHTOWare Vendor list in order to submit bids or register on planholder's lists.**

2. *To sign up on the Plan Holders list, you must be registered on the AASHTOWare Vendor list.* <http://dot.alaska.gov/aashtoware/docs/AWP-Vendor-List-Guidance.pdf> for guidance.
3. Select a project and click on the "Plan Holders List".
4. Select the [Click here to Self-register](http://www.dot.state.ak.us/cts/signup.cfm?cid=42719) for this list. <http://www.dot.state.ak.us/cts/signup.cfm?cid=42719>
5. Enter the email address (used for Vendor Self Service or VSS) and select contractor type and click sign up.

**NOTE: Only contractors registering as subcontractors will be considered mandatory contacts for the purposes of the Good Faith Effort (GFE).**

6. Contact your [Regional Contracts Office](http://www.dot.state.ak.us/procurement/contacts/construction.shtml) if you need to update your email address. (<http://www.dot.state.ak.us/procurement/contacts/construction.shtml>).

**Please note: VSS registration or updates can take up to 4 days to process.**

**After you self-register, you are encouraged to check to see that you are listed as a contact on the project and that your contact information is listed correctly.**



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*Below: Illustration from the PHSR – **Mandatory DBE** highlighted in yellow.  
This is a snap shot image sample.*

**Mandatory Contacts are:**

**DBEs that register within 7 calendar days after advertisement and register as a subcontractor.**

## HOMER AIRPORT ARFF/SRE BUILDING Plan Holders List

As of 08/29/2018 08:13 AM AKDT , (Advertised on 08/03/2018)

**[Click here to Self-register](#) for this list.**

*To sign up on the Plan Holders list, you must be registered on the AWP Vendor List. [Click here](#) for guidance.*  
Contact your [Regional Contracts Office](#) if you need to update your email address.

[Associated General Contractor \(AGC\) offices and independent plans room](#)



### ***Bid Express Electronic Bidding***

Now available for all projects advertising (unless otherwise specified in the Invitation to bid).



All prime contractors, subcontractors and DBEs must register on the Alaska DOT&PF AASHTOWare Vendor list in order to submit bids or register on plan holder's lists. You can get on the Alaska DOT&PF AASHTOWare Vendor list now! [Click here for instructions.](#)

For more information, please visit the AASHTOWare Project page for Contractors:  
[dot.alaska.gov/aashtoware/contractors.shtml](http://dot.alaska.gov/aashtoware/contractors.shtml)

### **YENNEY & ASSOCIATES CONSTRUCTION INC**

Email: [yenney@gci.net](mailto:yenney@gci.net)

Date Registered: 08/07/2018

Physical Address: PO BOX 2967, HOMER, AK 99603-2967

**\*\*\* DBE - Mandatory Contact \*\*\***



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### Guidance on Good Faith Effort (GFE)

- The bidder has an obligation to make a good faith effort to meet this goal.
- This can be demonstrated by either meeting the DBE Utilization Goal set on a project or documenting good faith efforts as outlined in Standard Modification 120-3.02.
- For GFE purposes, DBEs that are certified to perform work items identified on **Form 25A-324** and are **listed as a mandatory contact** on the Plan Holders Self-Registration List must be contacted to solicit their interest.
- DBEs who register seven calendar days after the advertising date will be automatically listed as a Voluntary Contact. Prime contractors are encouraged to contact DBEs on the Voluntary Contact List
- Prime contractors must verify that DBEs are certified in the work category to receive DBE credit.
- Each contact with a DBE firm will be logged on a Contact Report, Form 25A-321A.

**If the bidder cannot meet the DBE Utilization Goal, then the bidder should also consider other items that could be subcontracted to DBEs.**

### Mandatory Contact vs. Voluntary Contact

*The PHSRL requirements only apply to the Federal-aid funded projects.*

#### Mandatory Contacts are:

- DBEs that register within 7 calendar days after advertisement and register as a subcontractor.

#### Voluntary Contacts are:

- DBEs who are interested in bidding on the project, but that do not register within seven calendar days of the advertising date.
- General Contractors, Suppliers and DBEs affected by waivers.
- DBEs registering as a prime, unless the same DBE also registers as a subcontractor.

**Prime contractors are encouraged to contact voluntary DBEs  
to meet the DBE Utilization goal**





## Alaska Department of Transportation & Public Facilities Civil Rights Office

### **Questions: Contact Civil Rights Office Contract Compliance Section**


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2200 E. 42nd Avenue  
PO Box 196900  
Anchorage AK 99519-6900

📞 907-269-0854

📞 1-800-770-6236 inside Alaska

📠 907-269-0847 fax

For individuals requiring TTY communications, please contact [Alaska Relay](#) .